User's Manual

Version 3.1 - January 2011

Xedio Approval

Xedio

From Xedio Suite

EVS

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What's New?

The following table describes the sections updated to reflect the new and modified features on Xedio Approval from Xedio Suite 3.1 (compared to Xedio Suite 3.0).

In the user manual, the icon

has been added on left margin to highlight information on new and updated features.

Click the section number (or the description) in the table to jump directly to the corresponding section.

Section	Description
3.1, 3.3	Revised area for the database search and filter.
2.1, 2.3.1, 2.3.4	Support of 16 audio channels. Audio vumeters for the loaded media, edit or clip are displayed next to the Video Display.

1. Introduction

1.1 PURPOSE

Xedio Approval is an application of the Xedio Suite that allows editorial control over the media, clips and edited items that are produced within the system.

All media, clips and edits can be accessed and previewed before being either accepted or rejected for transmission.

1.2 USER INTERFACE

1.2.1 OPENING XEDIO APPROVAL

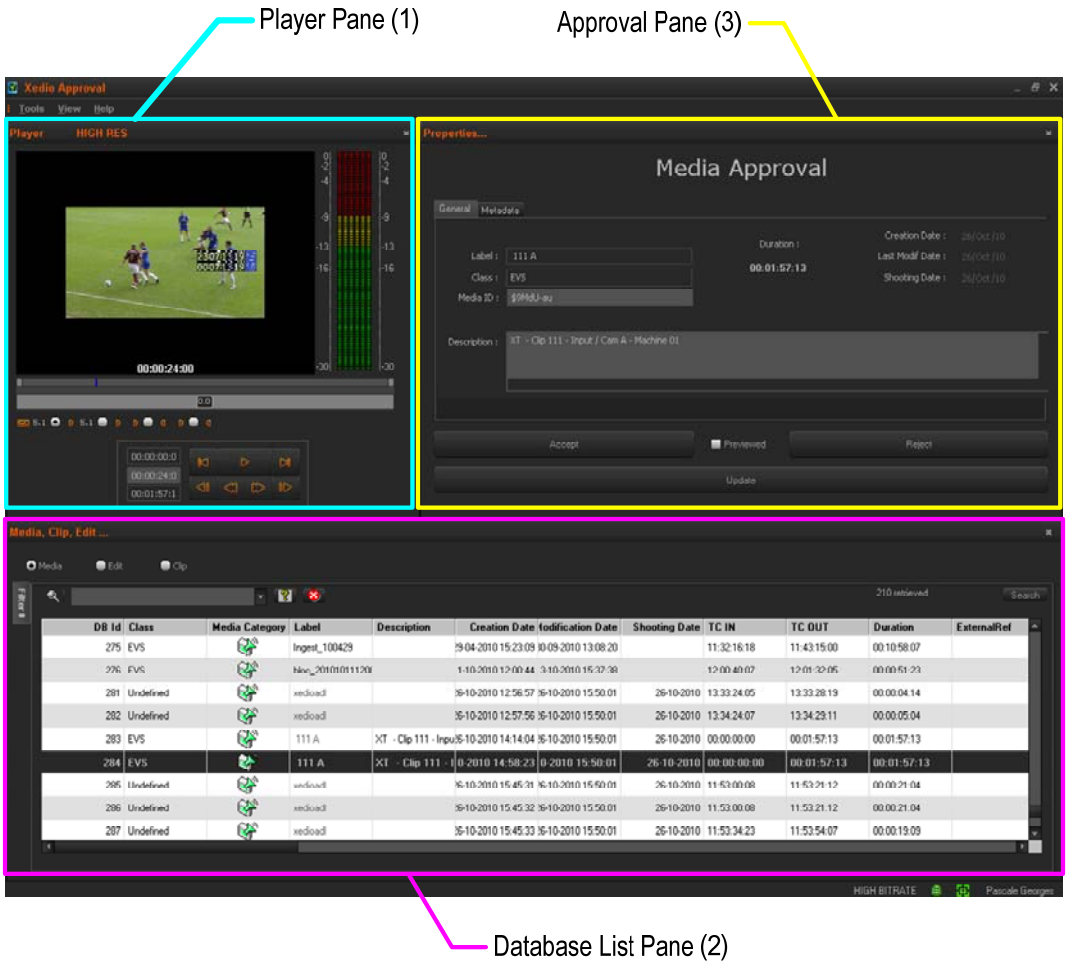
To start the Xedio Approval application, click on the **Xedio Approval** icon on the desktop

.

This will display a login screen where you need to enter your username and password.

1.2.2 OVERVIEW OF THE XEDIO APPROVAL WINDOW

The Xedio Approval graphical interface contains three main areas highglighted in the screenshot below:



THE PLAYER PANE

This pane is used to preview the selected object (media, edit or clip).

THE DATABASE LIST

This pane is used to select the media, clip or edited packages to be assessed for approval using various filtering techniques.

THE APPROVAL PANE

This pane is used to display information about the selected object and to accept or reject it.

1.3 PROCESS OVERVIEW

The use of Xedio Approval can be summarized as follows:

Step	See ...
1. Select a media, edit or clip from the Database List.	Section 3 on page 13
2. Load it on the Player Pane	Section 2.4 on page 12
3. Accept or reject the item.	Section 4 on page 25

2. Player

The Player pane is used to preview the selected objects from the Database List.

2.1 OVERVIEW OF THE PLAYER PANE

The Player pane provides a video display, a media bar and a jog bar to navigate within the element, video and audio selection and monitoring buttons, transport buttons and timecode fields. It slightly differs according to the element loaded.

When a media is loaded from the Database List pane, it looks as follows:

New!

Refer to section 2.3.1 'Overview of the Panel' on page 6 for the differences between the Player panes.

2.2 VIDEO DISPLAY OF THE PLAYER

When you right-click on the Video Display area of the Player pane, a contextual menu appears. This gives display options for the video:

Option	Description	
Show Timecode	This option offers four choices to display timecode on the Player window:	
	none	does not display timecode
	Intra TC	shows the original timecode of the media
	Start TC	shows a counter starting with 0 at the first frame of the media
	Both	displays both the counter and the original timecode
Aspect Ratio	This option offers a choice of aspect ratios for the display: Auto, 4:3 or 16:9.	
Show SafeAreas	This option displays a safe area cage on the window to determine which areas of the picture will be seen. This allows to check the size of graphics within the media for safe display.	
[Playback Quality]	It is also possible to choose the quality of the playback display used by the window: Best Quality or Maximize.	

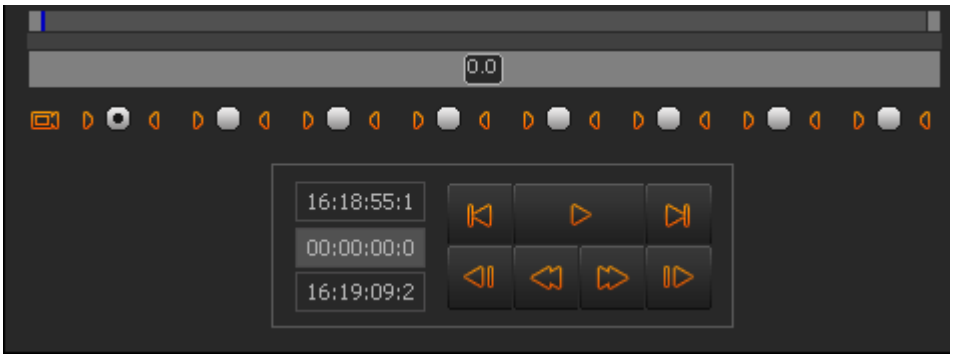
2.3 PLAYER CONTROLS

New!

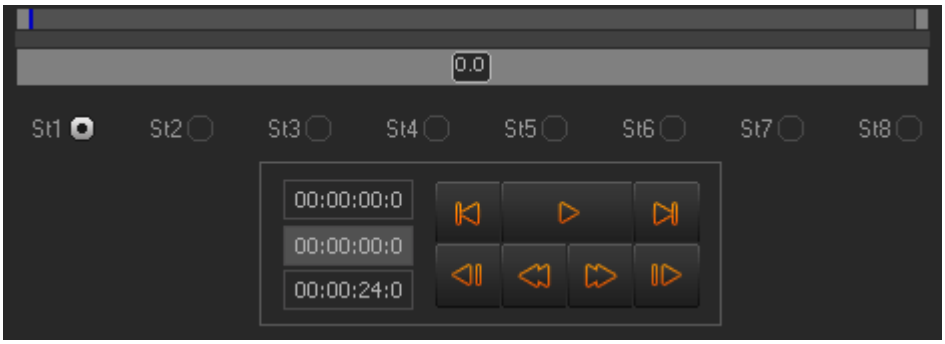
2.3.1 OVERVIEW OF THE PANEL

According to the type of the selected item (media, edit or clip), the player provides transport buttons and controls for video and audio monitoring specific to the selected item type.

MEDIA PLAYER OR CLIP PLAYER

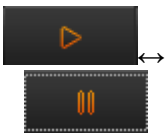


EDIT PLAYER



2.3.2 TRANSPORT BUTTONS

According to the selected item type, some of the following buttons may or may not be available.

Operation	User Interface Button	Description
Play and Pause		Button used to start/stop the preview (video and/or audio) of the selected item.

Operation	User Interface Button	Description
Go to Start of Media		Button used to move from the current position to the beginning (on the first frame) of the selected item.
Go to End of Media		These buttons are used to move from the current position to the end (on the last frame) of the selected item.
Goto Previous Frame		Button used to move from the current position to the previous frame.
Goto Next Frame		Button used to move from the current position to the following frame.
Fast Rewind		Button used to start moving backwards through the media at a preset fast speed.
Fast Forward		Button used to start moving forwards through the media at a preset fast speed.
Goto Previous Transition		Button used to move from the current position to the previous transition inside an edit.
Goto Next Transition		Button used to move from the current position to the following transition inside an edit.

2.3.3 TIMECODE VALUE FIELDS

The top box displays the media, edit or clip start timecode (first recorded frame).

The second box displays the current position (nowline).

The bottom box displays the media, edit or clip end timecode (last recorded frame), even if a virtual media is loaded.

New!

2.3.4 VIDEO AND AUDIO MONITORING TOOLS

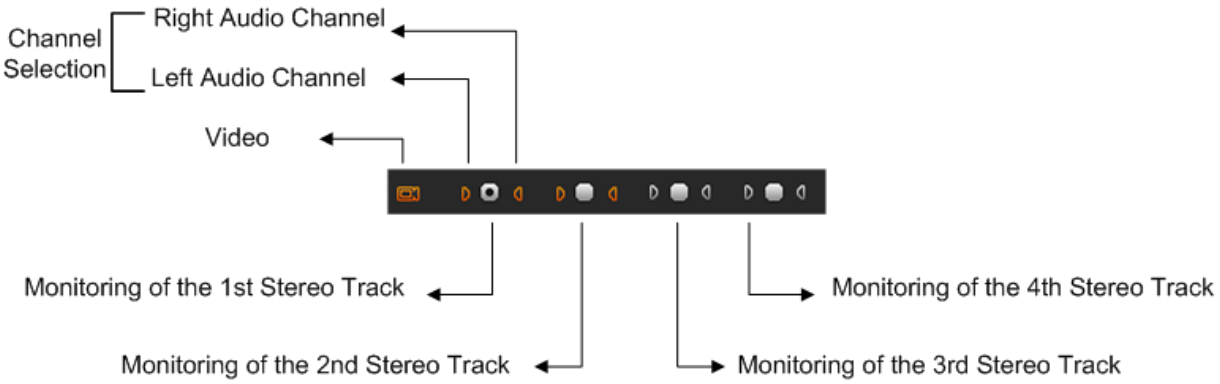
VIDEO AND AUDIO CONTROLS FOR MEDIA OR CLIP

When a media or a clip is loaded on the Player pane, the video and audio tracks to monitor can be selected using the buttons underneath the Video Display.

Overview

All the available audio sources from a media or clip are displayed below the Player.

The video and audio track buttons are represented as follows:


Channel Selection
Right Audio Channel
Left Audio Channel
Video
Monitoring of the 1st Stereo Track
Monitoring of the 2nd Stereo Track
Monitoring of the 3rd Stereo Track
Monitoring of the 4th Stereo Track

A stereo track is represented by .

A 5.1 track is represented by

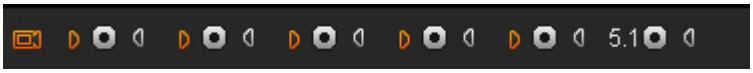
In stereo mode, up to 8 tracks appear as follows:

(8 stereo)

(4 stereo)

In 5.1 and stereo mode, up to 16 channels can be shown as follows:

(two 5.1 tracks and two stereo tracks)

 (one 5.1 track and six stereo tracks)

Video and Audio Selection

Clicking on the Video button will remove the video from the Player window. The displayed button will turn to white.

Clicking on the left or right triangle of an audio stereo track will disable respectively the left or right channel of the corresponding audio track. The displayed button will turn to white.

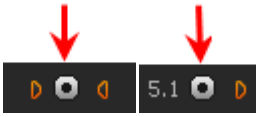
A 5.1 audio track is disabled by clicking the loudspeaker button on the right of the radio button

The table summarizes how the icons look like depending on the selection:

	Enabled	Disabled
Video		
Audio		

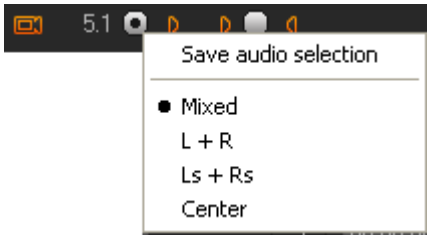
Audio Monitoring Selection

The radio buttons between each pair of stereo audio channel buttons or next to a 5.1 audio channel button allow the selection of one audio track for monitoring:



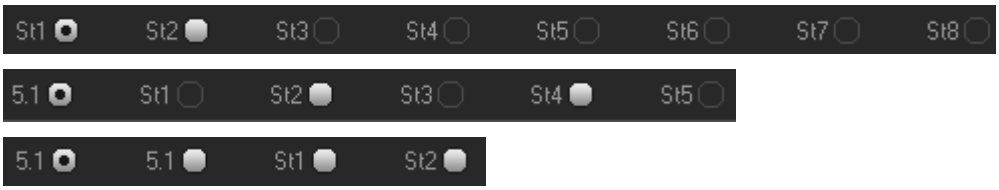
Audio meters located on the right side of the Video Display represent the monitored track.

Note:
When you right-click on a 5.1 radio button, a popup menu appears in which you can select the 5.1 components that should be monitored on the left and right channels. You can choose between the following options: Mixed, L+R, Ls+Rs or Center (output on L+R speakers).



AUDIO CONTROLS FOR EDIT

At edit creation, the audio type for the edit is specified: All Stereo, One 5.1 + 5x stereo, Two 5.1 + 2x stereo. This selection is reflected in the number and type of audio tracks displayed underneath the Video Display.



The active radio buttons (white) correspond to output audio tracks selected for the edit. The output track that you want to monitor is set by selecting the corresponding radio button. One of these radio buttons can be selected.

A set of audiometers are displayed on the right side of the Video Display and allows to see the edit output audio tracks.

2.3.5 MEDIA BAR AND JOG BAR

JOG

The lower area is the jog bar.

Dragging the jog bar allows you to move within the media at a variable speed, shown on the icon, depending on:

- the position of the speed indicator
- the speed range covered by the jog area. The default range is set from -2 to +2 in Xedio Manager but can be modified.

Audio can be heard when using the jog.

MEDIA BAR

The upper area of the bar represents the whole original media of the element currently loaded in the Player window.

When a media or an edit is loaded:

When a clip is loaded:

The **vertical lines** represent the different positions:

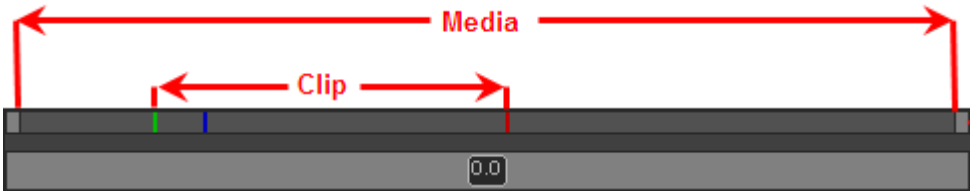
Line color	Meaning
Green line	Mark IN point (only visible when a clip is loaded)
Red line	Mark OUT point (only visible when a clip is loaded)
Blue line	Current position within the media (Nowline)

All of these lines can be moved to a new position by selecting them with the mouse and dragging them to the desired position.

The **middle area**, represented by a dark grey zone, is a shuttle control. This zone shows the portion of the media out of the whole media included in the top area and the position in the whole media:

When a media or an edit has just been loaded, the top area represents the whole media: The dark grey area represents the whole media and covers the whole space in the middle area.

When a clip has just been loaded, the top area represents the whole media. The dark grey area represents the whole media and covers the whole space in the middle area.



- A double-click on the dark grey area will toggle the portion covered by the upper area from the entire media length to the clip length (between Mark IN and Mark OUT). The dark grey area is reduced to represent the clip length and position with regard to the whole media.

- If you click on the dark grey area and drag it, you shift the portion of media included in the top area. The dark grey area is enlarged or reduced accordingly.

In this case, if the portion of the upper area covers only a part of the media, the nowline may disappear. Then, a red indicator, on the left side or on the right side of the media bar will be displayed.

A click on that indicator will focus on the nowline.

2.4 LOADING MEDIA ON THE PLAYER WINDOW

You can proceed in different ways to load an item on the Player:

- Drag the media, edit or clip from the Database List to the Player window:

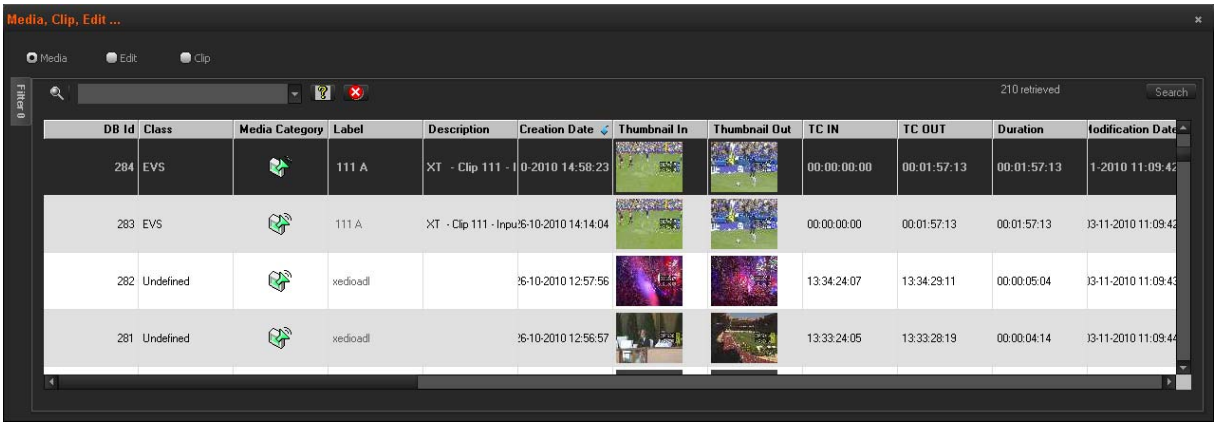
- In the Database List, double-click the media, edit or clip to load

Once the item is loaded, the Approval Pane displays the media, edit or clip properties.

3. Database List Pane

The Database List pane allows you to quickly find and browse the available items present within the database that need to be considered for approval.

3.1 OVERVIEW OF THE DATABASE LIST



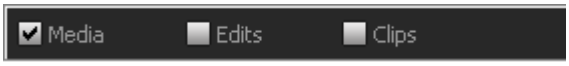
The upper part of the pane gives access to the different filters which can be applied to the database list.

Depending on the item selected, media, edits or clips, the element list displays the list of all items present in the database, or it returns the result of a search applied to the list. Items are displayed in columns.

or it returns the result of a search applied to the list.

3.2 DATABASE LIST DISPLAY

Select the item type for which you want to get the list.



DISPLAYED COLUMNS

It is possible to re-arrange the columns order, and to add or remove some columns.

Right-clicking on any of the column headings displays a contextual menu. The **Choose Displayed Columns** option opens the Select Visible Columns window allowing you to choose the columns you want to be displayed in the element list.

The column width and order can be adjusted using standard computer commands and drag and drop techniques.

ELEMENT LIST CONTEXTUAL MENU

A contextual menu is available when you right-click on an item in the list. The options available depend on the type of item selected.

Menu Item	Description
Play	Opens a new Player window to allow the item to be browsed.
Render List	Opens the Render List window listing all types of rendering that have been done with the item.
Archive History	Opens the Archive History window listing the archive and restore processes that were achieved for the selected item.
View Properties	Opens the Media Properties window which shows the properties for the selected item. If a default metadata profile has been defined for the item, a metadata tab is displayed and allows to modify the metadata values.
Edit Description	Opens the Edit Clip Description window to enable the user to edit the clip description.

3.3 USING FILTERS TO SEARCH THE DATABASE

3.3.1 INTRODUCTION

When the database contains large amounts of data, it may become difficult to find a specific element. The Xedio Suite offers several ways to speed up your search:

- quick text search
- filters on parameters

By default, the columns that are taken into consideration for the Quick Text Search are the ones currently visible in the grid.

If you wish to search in other columns, and view the string you are searching for in the columns, you can:

- add other columns to the element list view
- use Filters, as explained in section 'Advanced Filters' on page 17

These search tools are explained in detail below.

All these search tools can be combined and they can be saved for later use. These Saved Filters can then be applied in one click.

3.3.2 QUICK TEXT SEARCH

INTRODUCTION

The Quick Text Search field is always available on the top of the database content list:

It allows searching for a string in the displayed columns.

The Quick Text Search option obeys specific rules which can be accessed via the Help button next to the Quick Text Search field.

For more details on these rules, refer to the section 'Quick Text Search Rules', on page 16.

HOW TO PERFORM A QUICK TEXT SEARCH

To perform a Quick Text search, proceed as follows:

1. Show the columns you wish to perform a quick search on.

2. Type a search string in the Quick Text Search field, based on Quick Text search rules available from the Help button and detailed in section 'Quick Text Search Rules' on page 16.

3. Depending on whether the AutoRefresh Filtering setting is selected or not, you may have to press the Search button to apply the Quick Text Search. Refer to the tab Software > Parameter Profiles > General > General.

   The Quick Text Search is applied and the search result is displayed in the grid.

4. To clear the applied Quick Text Search, click the red "X" icon to the right of the search field or select <empty> from the Quick Text Search field.

5. The Quick Text Search field is a combo box that gives access to the last 10 previously searched strings.

   Select a filter from the list of the Quick Text Search field to apply a previous search.

QUICK TEXT SEARCH RULES

The string that you enter in the Quick Text Search field is analyzed according to the following set of rules, which can be accessed via the Help button next to the Quick Text Search field.

The free text search is not a case sensitive operation.

Search String	Search Result
Yellow card	Searches for the strings '*yellow'* and '*card'*, even if in two different fields (columns), for example '*yellow'* in Name and '*card'* in Keywords. For example a clip named '*The Yellow Man*' with keywords '*Red Card*' will be found, since it has yellow and card in 2 different fields.
"Yellow card"	Searches for strings containing '*Yellow card*'.
Yellow | card	Searches for '*yellow'* or 'card', even if in two different fields (columns), for example '*yellow'* in Name or '*card'* in Keywords. Spaces around the | sign are mandatory.
yell*	Searches for '*yell*' at the beginning of a string.
*low	Searches for '*low*' at the end of a string.
Ye*low	Searches for strings with '*ye*' at the beginning and '*low*' at the end.
Ye*low 123	Searches for strings with '*ye*' at the beginning and '*low*' at the end and which contains '*123*'.
=card	Searches for a string exactly equals to '*card*'. For example, if a field contains '*yellow card*', the =card condition will not return any result.
=”yellow card”	Searches for a string exactly equals to '*yellow card*'. The use of quotes is required due to the space between '*yellow*' and '*card*'.

3.3.3 ADVANCED FILTERS

Filters are available for more detailed search operations. The parameters available for filtering operations are the column headings and any metadata associated by the user.

FILTER ACTIVATION

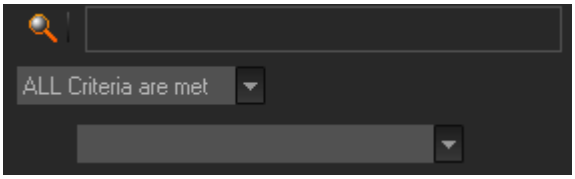
Show/Hide Filter Button

To display, or hide, the Filter extended area, click the **Show/Hide Filter** button over the grid.

Filter Button Display	Meaning
(dimmed)	The **Show/Hide Filter** button is dimmed when all filter criteria are hidden. Consequently, the filters are inactive.
(red)	The **Show/Hide Filter** button is red when the filter extended area is visible, even if no filtering criterion is applied.

Filter Extended Area

The Filter extended area is as follows:



The first field under the **Show/Hide Filter** button lists three options for the combination of criteria to be taken into account during the filtering operation.

The second field is a filter field allowing the users to select a first filter parameter.

Criteria Combination

The available options are detailed in the table below:

Option	Meaning
ALL criteria are met	All the criteria selected in the **Filter** fields displayed under the **Criteria Combination** field must be met. The media displayed in the results list fulfill all the

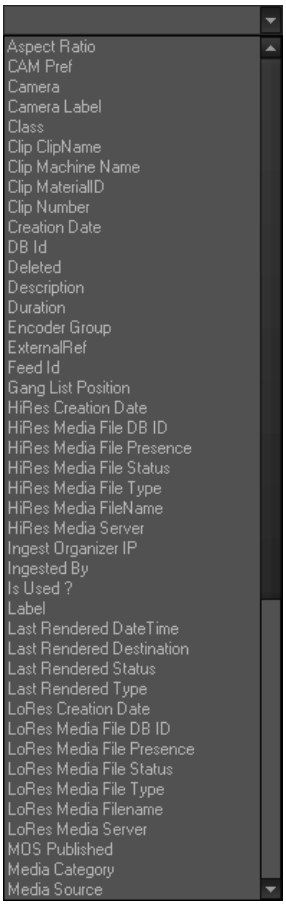
Option	Meaning
	selected filter criteria.
ANY criteria is met	At least one of the criteria selected in the Filter fields must be met. The media displayed in the results list fulfill at least one of the selected filter criteria.
NO criteria is met	None of the criteria selected in the Filter fields displayed under the Criteria Combination field must be met. The media displayed in the results list fulfill none of the selected filter criteria.

Filter Fields

Under the Criteria Combination field, the users will be able to select as many filter parameters as they want and to choose specific value(s) for these filter parameters. The use of Filter fields is explained in the next section.

FILTER FIELDS

The Filter field provides the list of all the parameters on which a search can be performed. The following screenshot is an example of such a list. The options may differ between the applications of the Xedio Suite.

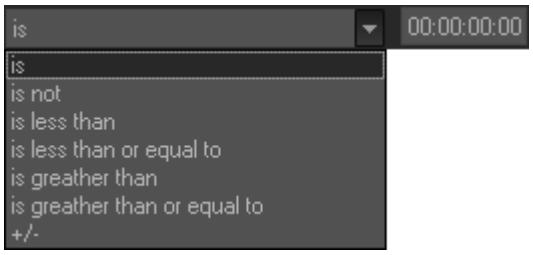


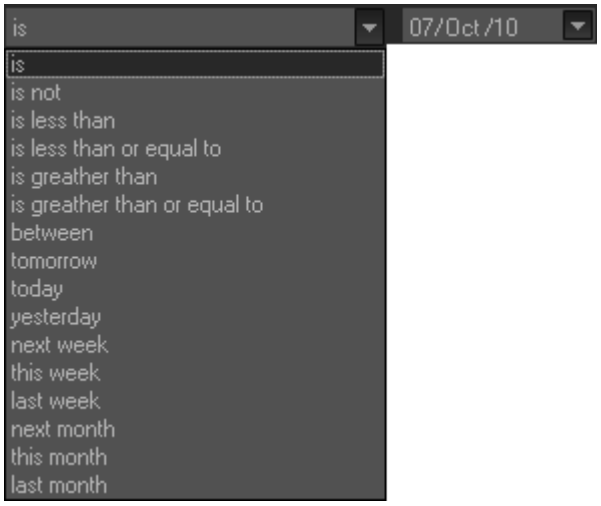
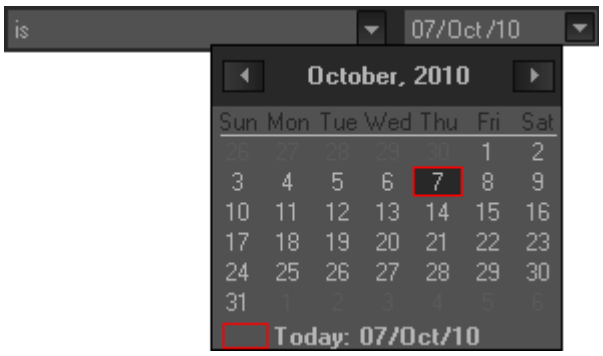
Once a parameter has been selected, an entire line is displayed.

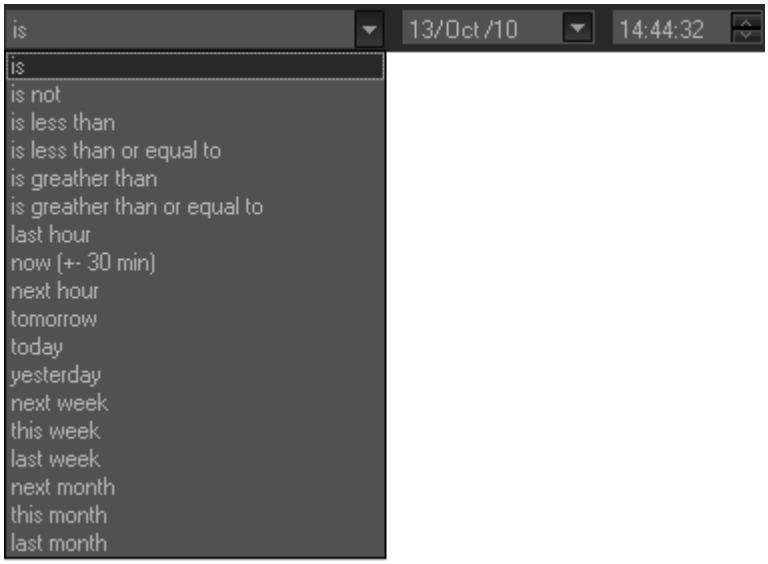
Interface Element	Description
1	Selected filter parameter.
2	Various fields used to enter the filter criteria. Refer to section 'Search Fields Types' on page 19.
-	Used to remove the corresponding filter line.
+	Used to add a new filter line.

SEARCH FIELDS TYPES

According to the selected filter parameter, different types of search fields will be displayed. They are detailed in the table below.

Filter Parameter Type	Displayed Criteria Fields
Timecode or Duration Parameter Such as TC IN, TC OUT, Duration...	 Select a logical operator in the first field and then enter a timecode or duration value in the second field.
Range Such as Timecode Range	 Select an option from the first field and then enter a timecode value. This will include, or exclude, media containing the specified timecode value.

Filter Parameter Type	Displayed Criteria Fields
Date Such as Creation Date	Several Date Search filters exist. They are described below. a. Select a condition or a logical operator in the first field  b. This will condition the next step: • Search based on a specific date (e.g. with **is**...): a calendar will be displayed for the selection of a date.  • Search based on an interval (e.g. with **between**...): two calendars are displayed for the selection of two dates. • Search based on a specific date calculated from the current date (e.g. with **tomorrow**, **last month**,...): no other field appears.

Filter Parameter Type	Displayed Criteria Fields
Time Such as Last Rendered Date Time	Several Date Search filters exist. They are described below. a. Select a condition or a logical operator in the first field  B. This will condition the next step: • Search based on a specific date and time (e.g. with **is**...): two additional fields will be displayed, a calendar for the selection of a date and drop-down list for the selection of time. • Search based on a specific date and time calculated from the current date and time (e.g. with **next hour**, **last month**,...): no other field appears.
Number Such as DB Id	 Select a logical operator in the first field and then enter a number in the second field. **Note** <> means 'differs from'

Filter Parameter Type	Displayed Criteria Fields
Option List Such as Video Standard	Select a condition in the first field Click the ... button to display the list of options available for the selected filter parameter. Example for the Video Standard: Select an option from the list.
Boolean Such as Published	Select Yes or No from the single criteria field
Free Text Such as Label	 Select a condition in the first field and then enter text in the second field.

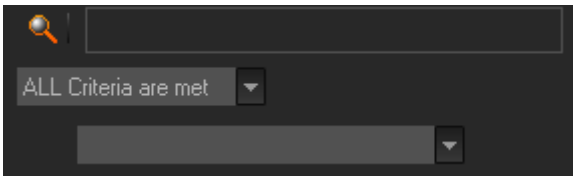
How to Perform a Search through Filter Fields

To enter search values in the Filter fields, proceed as follows:

1. Choose the columns you wish to perform a search on.

2. Click the **Show/Hide Filter** button

   The following Filter area is displayed:

3. Select a criteria combination from the list:

4. Select a filter parameter from the filter parameter list.

   An entire line, corresponding to the selected filter parameter, is displayed:

5. Enter filter criteria as explained in section 'Search Fields Types' on page 19.

   For free text fields, press ENTER to apply the filter.

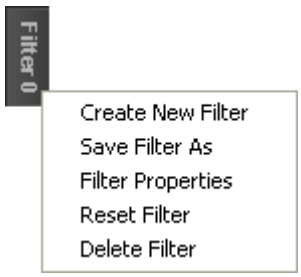
   Otherwise, the results list is automatically restricted.

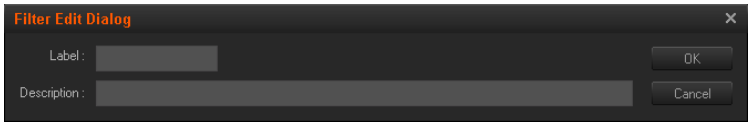
6. If required, click the button to add a filter parameter.

3.3.4 USING SAVED FILTERS

Once you have defined a filter criterion, you may want to save it for later use. You will then be able to apply the same filter with a single click.

Right-clicking in the Filter 0 tab displays a contextual menu with the following options:



Menu Option	Description
Create New Filter	Allows to create a new filter tab. 
Save Filter As	Allows to create a new filter tab in which the current search filter will be saved.
Filter Properties	Allows to change the name and/or description of the selected filter tab.
Reset Filter	Removes all search criteria on the selected filter tab.
Delete Filter	Removes the filter tab.

HOW TO SAVE FILTERS

To save filters, proceed as follows:

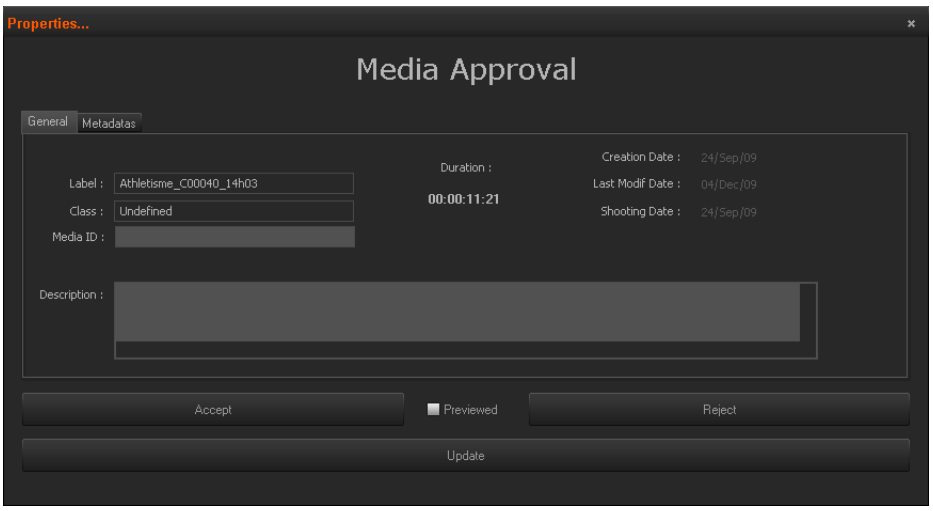
1. Define the filter or filters combination you wish to save, as explained above.
2. Right-click the Filter 0 tab.
3. Select Save Filter As from the contextual menu.
   The Filter Edit Dialog box opens.
4. Enter a label for the tab you are going to create and, if required, enter a description.
5. Click OK to confirm.
   The new filter tab is displayed on the left of the list.

HOW TO APPLY A SAVED FILTER

To apply a saved filter, simply click the corresponding tab.

4. Approval Pane

The main purpose of the Approval pane is to reject or accept a media, edit or clip.



4.1 ITEM PROPERTIES

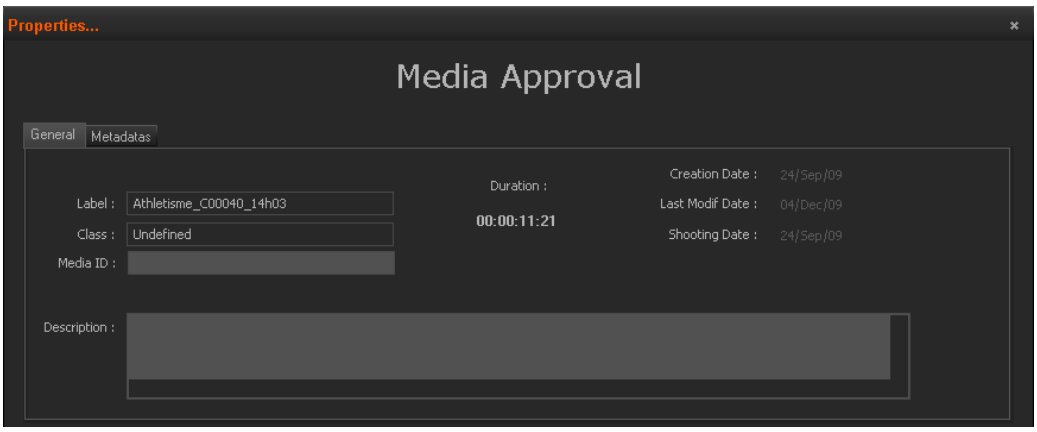
The upper part of the Approval pane displays the properties of the loaded item in the General tab and its associated metadata in the Metadata tab.

Some of those properties are only for display and cannot be modified at this stage, while others can be updated, such as metadata, Media ID/Edit ID/Clip ID, Description, Edit On-air Date. To update a field, enter a new value in the required field and press the Update button.

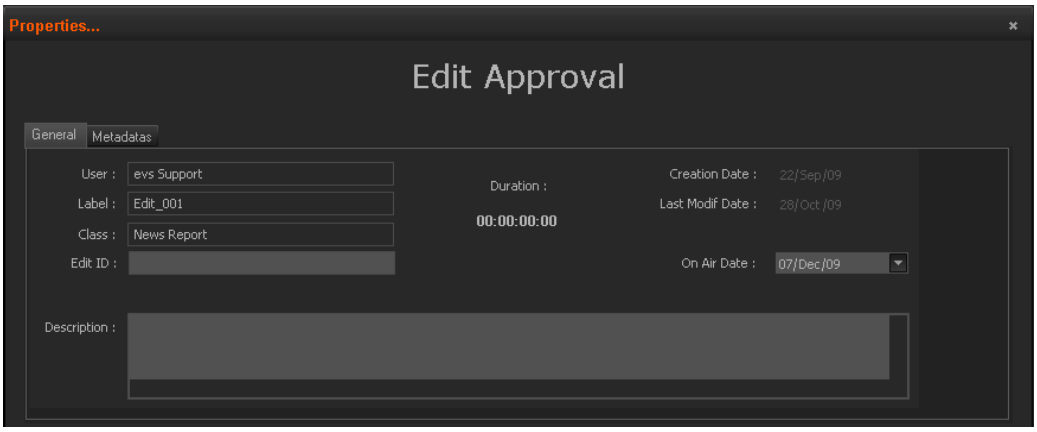
The user can also add a previewed status to the media by selecting the previewed box and then pressing the Update button. This will be reflected in the Previewed column of the Database List.

The Properties fields differ according to the item loaded on the Player:

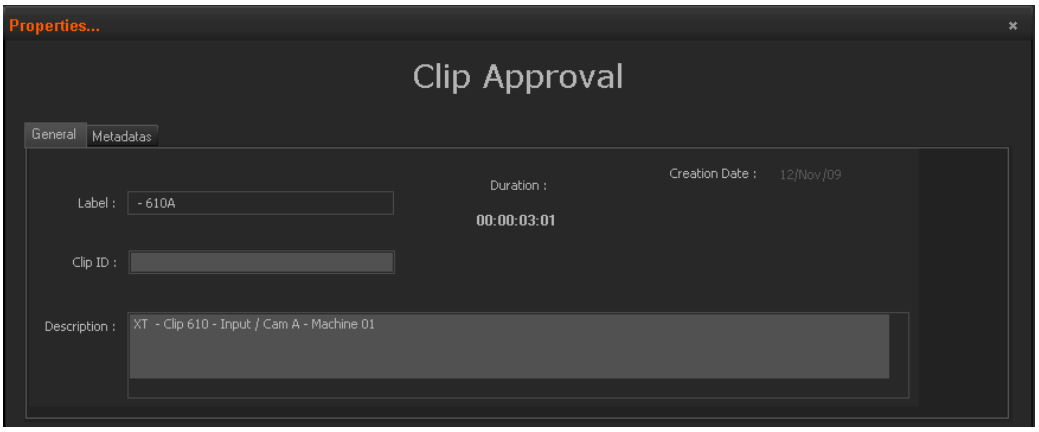
Media



Edit



Clip



4.2 ACCEPTANCE BUTTONS

The lower part of the Approval window is common to all kinds of item and is used to **Accept** or **Reject** the media.

To reject an item, press the **Reject** button and then the **Update** button. 'REJECTED' will be displayed in the Validated Date column of the Database List.

To accept an item, press the **Accept** button and then the **Update** button. The approval date will be displayed in the Validated Date column of the Database List.

Note

The Xedio Approval application can be set up by the administrator of the system to lock any edit or media once it has been validated by the user. This feature can be used to prevent accidental use of the material once an editorial decision has been made. This is enabled in Xedio Manager > Softwares.

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